



**HOUSING AUTHORITY
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, MAY 21, 2014
12:00 PM
FOOTHILL VILLA
2423 FOOTHILL BLVD.,
LA CRESCENTA, CA 91214
(661) 255-5818**

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1. Call to Order

2. Roll Call

Alma Cibrian Reza, Chair
James Brooks, Vice Chair
Michelle-Lynn Gallego
Zella Knight
Val Lerch
Margaret Mott
Henry Porter Jr.

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of April 23, 2014.

4. Report of the Executive Director

5. Presentation

None.

6. Public Comments

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

Regular Agenda

7. Approve Landscaping (All Districts)

Recommend that the Board of Commissioners find that approval of the Landscape Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment; recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute, amend and, if necessary, terminate a one-year Landscape Service contract (Contract) with Conejo Crest Landscape, Inc., using up to \$800,000 in program funds included in the Housing Authority's Fiscal Year 2014-2015 budget, to be effective following approval as to form by County Counsel and execution by all parties; recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$800,000 using funds to be requested through the Housing Authority's annual budget approval process; recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs. (APPROVE)

8. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at roberta.lear@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, April 23, 2014.

The meeting was convened at South Bay Gardens, 230 E. 130th St., Los Angeles, CA 90061.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Vice Chair, Brooks, at 12:06 p.m.

ROLL CALL

Present

Absent

Alma Cibrian Reza, Chair

X

James Brooks, Vice Chair

X

Michelle-Lynn Gallego

X

Zella Knight

X

Val Lerch

X

Margaret Mott

X

Henry Porter

X

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director

Emilio Salas, Deputy Executive Director

Maria Badrakhan, Director, Housing Management

Margarita Lares, Director, Assisted Housing

Matt Fortini, Director, Administrative Services

GUESTS PRESENT:

None.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Brooks, seconded by Commissioner Lerch, the Minutes of the Regular Meeting of March 26, 2014 were approved as amended.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director, Emilio Salas reported the following:

Mr. Salas announced that on April 22, 2014, the Son's and Daughter's Day event held at the Community Development Commission (CDC) / Housing Authority of the County of Los Angeles (HACoLA) was well attended and successful.

Mr. Salas also noted that a successful fair was held in honor of Fair Housing Month for April 2014.

Mr. Salas attended the annual Housing Rights Summit at the California Endowment Center. Some interesting topics were discussed; one of which is hoarding. Cory Chalmers from the television program Hoarders was a guest speaker and noted that most hoarders are professionals, over the age of 50, with teachers at the top of the list, followed by engineers and attorneys. This is a very complex disorder with no easy solutions and we'll provide additional training around this topic for staff. Another topic discussed was medical marijuana; however, the Housing Authority is well ahead of the curve in establishing policies and standards on that subject.

Mr. Salas reminded the Commissioners of the upcoming Earth Day event at the Growing Experience, Carmelitos housing development, on April 24, 2014.

Mr. Salas will attend the National Association of Housing and Redevelopment Officials (NAHRO) summer conference in Tampa, Florida. We will present a demonstration of the Community Policing Program (CPP), sharing the model of our 20 year plan in Public Housing. The fall 2014 conference will be held in Baltimore, Maryland.

Mr. Salas advised that current advocacy efforts are ongoing with Senator Feinstein's office. There are State-level funding opportunities for the homeless population being released from institutions.

Mr. Salas informed the Commissioners that we are currently in the process of scoring applications for Project Based Vouchers (PBV) for the Veterans Affairs Supportive Housing (VASH) program.

Agenda Item No. 5 - Presentation

None.

Agenda Item No. 6 - Public Comments

Mr. Melvin Hightower, South Bay Gardens resident, indicated he is 92 years old and has an issue with the front gate and a door, which doesn't open properly. Ms. Toni Lopez, Property Manager, addressed this issue with Mr. Hightower.

Regular Agenda

On Motion by Commissioner Lerch seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:

APPROVE HOUSING AUTHORITY FISCAL YEAR 2014-2015 BUDGET (ALL DISTRICTS)

AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2014-2015 Budget (Budget), which includes revenues and expenditures of \$323,607,100.
2. Recommend that the Board of Commissioners instruct the Chairman to sign the related Transmittal Resolution certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.
4. Recommend that the Board of Commissioners authorize the Board of Commissioners of the Community Development Commission to administer, on behalf of the Board of Commissioners of the Housing Authority, tax increment funds included in the Housing Authority's current and future years' budgets for the development of affordable housing.
5. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

On Motion by Commissioner Knight and seconded by Commissioner Gallegos and unanimously carried, the following was approved by the Housing Commission:

**APPROVE ACCEPTANCE OF CDBG FUNDS IDENTIFIED IN THE
2014-2015 ACTION PLAN (ALL DISTRICT)**

AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the use of \$4,085,328 in CDBG funds for FY 2014-2015 is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Housing Authority to accept \$4,085,328 CDBG funds from the Commission, which will be included in the Housing Authority's Fiscal Year 2014-2015 budget through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

On Motion by Commissioner Porter and seconded by Commissioner Lerch and unanimously carried, the following was approved by the Housing Commission:

**APPROVE CONTRACT FOR TRASH REMOVAL SERVICES FOR THE
HOUSING AUTHORITY (ALL DISTRICT)**

AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute and, if necessary, terminate a one-year Contract with Apex Waste Systems, Inc., in the amount of \$300,105, for trash removal services at 13 housing developments and the South Scattered Sites Management Office, using funds included in the Housing Authority's Fiscal Year 2013-2014 budget and to be requested in the Housing Authority's Fiscal Year 2014-2015 annual budget approval process.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$300,105 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be included in the Housing Authority annual budget approval process.

3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services.
4. Recommend that the Board of Commissioners find that approval of the Contract is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment. (APPROVE)

On Motion by Commissioner Lerch and seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:

APPROVE DISPOSITION OF WILLOWBROOK TOWNHOMES
(DISTRICT 2)

AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute a purchase and sale agreement and all necessary documents related to the disposition of the Housing Authority owned property at 11718-11740 Willowbrook Avenue (Site) to Willowbrook Townhomes LLC, following approval as to form by County Counsel.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to sell the property to Willowbrook Townhomes LLC for its current fair market value of \$1,165,000 as determined by an independent appraiser.
3. Recommend that the Board of Commissioners find that the above listed actions are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

On Motion by Commissioner Porter and seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:

APPROVE RECOMMENDED CHANGES TO HOUSING COMMISSION
BYLAWS
(ALL DISTRICTS)

AGENDA ITEM NO. 11

Recommend that the Board of Commissioners modify the existing Housing Commission Bylaws to clarify the expectations and protocols related to attendance requirements by members of the Housing Commission and to make other minor administrative updates.

Agenda Item No. 12 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Gallegos noted that it was nice to be back to the South Bay Gardens site. Thanks for having the Commissioners meeting at this site.

Commissioner Mott abstained.

Commissioner Porter was glad to see the number of residents attending this Housing Commission meeting. He encourages everyone to get involved with their Resident Councils; that's how residents issues get heard. Mr. Porter reiterated information on a handout he previously shared on the Telemedicine Clinic and the Wellness Center on its joint partnership between St. John's Medical Center and Los Angeles Unified School District (LAUSD) providing dental, vision and medical to students and the community.

Commissioner Porter posed questions on item #9 for Trash Removal Services. What are the insurance requirements, penalties for non-performance, bid disparity and clean burning fuel trucks. The bid specifications were well defined and the total cost declined from the previous year by approximately \$35,000. (See Exhibit 1 and 2).


Commissioner Lerch requested Tomasa Richmond, Manager, introduce staff from the 100 unit senior South Bay Gardens housing development. Commissioner Lerch thanked them for having us at this site.

Commissioner Knight is pleased in regard to the work and grateful for collaboration. She noted that homelessness is not a disease and can happen to anyone. Kudos for the Family Self Sufficiency (FSS) Program; she was very impressed.

Commissioner Brooks indicated that good things done by the Housing Commission and staff are done for the people. It takes a village. The tenants should use the services that are put together for you. Speak up! Thanks for coming out and supporting this facility.

On Motion by Commissioner Brooks, seconded by Commissioner Lerch, the Regular Meeting of April 23, 2014 was adjourned at 1:02 p.m.

Respectfully submitted,


SEAN ROGAN
Executive Director
Secretary-Treasurer

**TRASH REMOVAL SERVICES
HOUSING COMMISSION MEETING QUESTIONS**

Housing Commission Questions	Housing Authority Answers
Insurance Requirements	<p>Insurance requirement set in the contract will protect the interest and assets of the Housing Authority:</p> <ul style="list-style-type: none"> • General Liability with Additional Insured Endorsement General Aggregate-2M Products/Operations-2M Personal and Advertising Injury-1M Each Occurrence-1M • Automobile Insurance-1M • Workers Compensation with Waiver of Subrogation-1M • Pollution Liability Insurance-1M
Penalties for Non-Performance	Attached to the Statement of Work is Exhibit 2-Performance Requirements Summary Chart-please refer to attachment
Bid disparity b/w the two bids received	Bids were received based on the information contained in the Request for Bids provided to all potential Bidders. Disparity is due to the range in monthly costs between the bids.
Clean burning fuel trucks	Contractor fleet trucks are using diesel fuel with a diesel particulate filter. Trucks are emission year 2007 compliant or newer and are certified with the South Coast Air Quality Management District under the 1193 provisions.

04.24.14

Performance Requirements Summary Chart

EXHIBIT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW Section 3.1 Trash removal services	Trash removal in accordance with Exhibit 1- Specifications	Observation of Attendance	\$100 per occurrence
SOW Section 3.2 Number of Bins	Provide bins in good condition	Inspection and Acceptance	\$100 per occurrence
SOW Section 3.7 Pick-up time frame schedule	100 % Completion of Required Services	Observation and Inspection	\$100 per occurrence
SOW Section 3.8 Alternate trash pick-ups	100% Completion of Required Services	Observation and Inspection	\$100 per occurrence
SOW Section 3.9 Pick-up trash debris	100% Completion of Required Services	Observation and Inspection	\$100 per occurrence

HA Statement of Work

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

May 21, 2014

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division



RE: **FSS PROGRAM UPDATE – APRIL 2014**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	596	As of April 1, 2014
NEW ENROLLMENTS	7	FSS Participants Enrolled
CONTRACTS EXPIRED	10	FSS Contracts Expired
DIRECT ASSISTANCE REFERRALS	183 104 395 138 50 159 1 0 8 257 0	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
OUTREACH & COMMUNITY EVENT	1 1 1 1	Norwalk District Community Meeting Regional Community Alliance Meeting (RCA) Hosted telephone Collaborative meeting with HACLA HACOLA Fair Housing Event
GRADUATIONS	7	Graduations
Pending Graduations	5	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt
Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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Commissioners

Sean Rogan
Executive Director

May 21, 2014

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AWARD CONTRACT TO PROVIDE LANDSCAPE SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter requests approval of a Contract with Conejo Crest Landscape, Inc., to provide landscape services to the Housing Authority.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that approval of the Landscape Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute, amend and, if necessary, terminate a one-year Landscape Service contract (Contract) with Conejo Crest Landscape, Inc., using up to \$800,000 in program funds included in the Housing Authority's Fiscal Year 2014-2015 budget, to be effective following approval as to form by County Counsel and execution by all parties.
3. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an

annual compensation of \$800,000 using funds to be requested through the Housing Authority's annual budget approval process.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to award a Contract to provide landscape services for the Housing Authority.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year is \$800,000, of which \$800,000 is included in the Housing Authority's approved Fiscal Year 2014-15 budget. The \$800,000 is comprised of \$735,176 in Conventional Public Housing Program funds which include local dwelling rental and operating subsidy allocated by the U.S. Department of Housing and Urban Development (HUD). The remaining \$64,824 will be funded by Lancaster Homes and Kings Road Operating funds.

If extended, the cost for the second through the fifth year of the Contract will remain at the same annual amount of \$800,000 using funds to be requested through the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$80,000 per year, is also being set aside for any unforeseen needed landscaping services, using the same source of funds described above.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Contract provides for basic landscape services such as mowing, edging, pest and weed control, aerating, thatching, fertilizing, as needed turf reseeding, trimming, irrigation, ground and irrigation system maintenance, brush clearance, rodent control and some tree maintenance.

The following housing developments are included in the proposed Contract: Carmelitos, Harbor Hills, Nueva Maravilla, West County I, West County II, North County, East County, South County, South Scattered Sites and Non-Conventional Housing.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief

Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Conejo Crest Landscape will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has determined that Conejo Crest Landscape has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to full-time employees while providing services under the Contract.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On March 6, 2014, a Request for Proposal (RFP) process was initiated to identify contractors to provide landscape services for the Housing Authority. Notices were emailed to 157 vendors from the Housing Authority vendor list. An announcement was also posted on the County's WebVen and Housing Authority websites.

A Pre-Proposal Conference was held at the Housing Authority Administrative Building, on March 13, 2014. A total of seven contractors participated in the Pre-Proposal Conference. On March 27, 2014, three proposals were received. One vendor was found to be non-responsive and was disqualified.

During the period of March 31 through April 8, 2014, a panel consisting of Housing Authority and Community Development Commission staff evaluated the proposals and ranked each firm independently. Conejo Crest Landscape was determined to be the highest ranked and most qualified vendor based on the criteria stated in the RFP, and is therefore being recommended for the Contract award. The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners
May 21, 2014
Page 4

IMPACT ON CURRENT PROJECT

The proposed Contract will provide needed landscape services for locations owned by the Housing Authority and continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,



SEAN ROGAN
Executive Director

SR:MF:gc

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Landscape Services

On March 6, 2014, the following outreach was initiated to identify Landscape Service contractors to provide necessary landscaping services for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to e-mail the Request for Proposals (RFP) notices to 153 landscape service contractors, of which 64 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, 40 solicitation packages were downloaded.

C. Proposal Results

On March 27, 2014, three proposals were received. One proposal was found to be non-responsive and was disqualified. The two proposals that met the minimum requirements were forwarded to the three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, Section 3, Living Wage Program and costs. The final evaluation results are as follows:

	<u>Score</u>
Conejo Crest Landscape, Inc.	910
Valley Crest Landscape Maintenance	761

Conejo Crest Landscape, Inc. is being recommended for the Contract award for landscape services based on the evaluation criteria set forth in the RFP.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Conejo Crest Landscape, Inc.	Minority	Total: 104 103 Minorities 3 Women 97% Minority 3% Women

E. Minority/Women Participation– Firm Not Selected

Valley Crest Landscape	Non-Minority	Total: 2,243
Maintenance		2,031 Minorities
		103 Women
		91% Minorities
		5% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.